

Application for a NEW Licence to Conduct Class 3 Gambling

Gambling Act 2003
GC11

DATE STAMP

Privacy Act 1993: The particulars in this form which relate to individuals are personal information under the Privacy Act. This information is required so that the Department of Internal Affairs can consider the society's application under the Gambling Act 2003.

The information will be held by the Department of Internal Affairs and may also be disclosed to the Police and other agencies, subject to the Criminal Records (Clean Slate) Act 2004. Any person about whom information is collected has the right of access to, and correction of, that information.

Please complete this form, enclose your fee and all other required documentation then return the application to the Department of Internal Affairs.

Keep a copy or your completed application for your records.

Please submit your application well in advance of the first day on which you want to begin selling tickets. If this application is incomplete it will be returned to you without being processed.

Please also ensure that you complete and return the Declaration on page 15 of this form.

PLEASE PRINT CLEARLY.

You require a licence if... *please tick*

- Your gambling activity will have **prizes worth more than \$5,000 in total**, and will not involve the use of gambling machines.
- You wish to conduct more than one session of gambling with **prizes per session worth more than \$5,000 in total**, and which does not involve the use of gambling machines.

NOTES

A. Examples of Class 3 Gambling

- Lottery:** A lottery is a scheme where people pay for a chance to win a prize. Prizes are won according to a draw which takes place after people have bought tickets. Raffles and sweepstakes are common types of lotteries. A "batons up" is a type of lottery draw where participants select their prize from the prize pool and know which prize they are selecting.
- Housie:** Housie is a game where numbers are drawn randomly and announced to players who hold housie cards. The players mark or cover called numbers on their own cards. The winners are players who mark or cover any given arrangement of the numbers on their card and announce that fact openly to the other players and to the coordinator. Another name for housie is bingo.
- Prize competition:** A prize competition is a scheme where people pay for a chance to win a prize. The winner is determined partly by chance and partly by the performance of a task or demonstration of some knowledge or skill.
- Instant game:** An instant game is when a winning ticket or prize is determined before or at the same time the tickets are sold, i.e. they buy a ticket and scratch or open it to reveal their prize.
- Calcutta:** Calcutta is a type of prize competition that involves gambling on a live sporting event (typically horse racing). Calcutta involves a sweepstake draw to determine which ticket holder has 'won' which participants in the event. This is then followed by an auction of all the winning sweepstake tickets. The auction enables participants to sell their sweepstake ticket and/or buy their own or another sweepstake ticket. The winner of a Calcutta is the holder of the sweepstake ticket which equates to the winner of the event at the time the event is completed.
- Game of chance:** A game of chance is gambling that does not include a lottery, prize competition, instant game, calcutta, or housie. Filly stakes, parlour derbies and gaming session or "casino" evenings are types of game of chance that are commonly played.

These are brief descriptions of class 3 gambling. All games have specific rules which must be followed. FOR MORE INFORMATION and the relevant game rules visit our website www.dia.govt.nz and click on gambling. Class 3 gambling does not include gambling conducted by the Lotteries Commission, such as Lotto or Instant Kiwi.

Society Name

A. Please tick the type of gaming activity you want to conduct *refer to Note A above*

- Lottery Housie Prize competition Instant game Calcutta
- Game of chance *please state specific game* _____
- Other *please state specific game* _____



If you are conducting a prize competition, game of chance, or have ticked the "other" box, please provide a detailed description of the activity and your society's proposed rules of the game you wish to conduct, plus, the conditions of entry and the means by which the winners will be determined. These are in addition to the Department's game rules for the specific activity.

B. Licence Fee *please tick*

(GST incl.)

- Lottery, prize competition, instant game, calcutta or game of chance (total value of prizes not exceeding \$50,000) \$102.22
- Lottery, prize competition, instant game, calcutta or game of chance (total value of prizes exceeding \$50,000) \$722.71
- Housie \$722.71

Total \$



Please make cheques out to the Department of Internal Affairs. A receipt will be sent to you once your application has been processed.

C. Society Details

If your society is a corporate society, please state the exact name under which your society is registered on the certificate of incorporation.

Only a corporate society may conduct class 3 gambling that is conducted regularly (i.e. in more than one session such as housie).

You can find your **Corporation Number** on your Certificate of Incorporation or from the Companies Office. For further information visit the Companies Office website www.companies.govt.nz

A **corporate society** is a society that is:

- Incorporated under the Incorporated Societies Act 1908; or
- Incorporated as a board under the Charitable Trusts Act 1957; or
- A company incorporated under the Companies Act 1993 that:
 - a) Does not have the capacity or power to make a profit; and
 - b) Is incorporated and conducted solely for authorised purposes; or
- A working men's club registered under the Friendly Societies and Credit Unions Act 1982.

The **contact person** is the person who will answer any questions we might have during the licensing process. Please ensure that this person can be contacted at the phone number provided during working hours. The licence will be sent to the postal address entered in this section.

C. Society Details

Yes, we are a corporate society. Corporation number _____
as on your Certificate of Incorporation

Name of society _____

Registered address _____

Postal address _____
if different from above

Suburb _____ Town/city _____

Suburb _____ Town/city _____

Contact person's last name _____ All first names _____

Role in society _____

Daytime phone () _____ Evening phone () _____

Fax () _____ Mobile () _____

Email _____ Web address _____

Preferred contact method *please tick* Daytime phone Evening phone Fax Mobile Email

 All applicants, please attach a copy of the minutes of a recent meeting at which the proposed gambling activity was discussed

 Please attach a copy of your society's constitution or set of rules by which it operates.

Has your society been issued with a gambling licence within the last two years? Yes No

If Yes, please provide the licence number(s) _____

 Have there been any changes to your constitution since the last time you provided it with a class 3 application? Yes No

 If so please attach a copy of the amended constitution/set of rules.

D. Organiser and Society Officer's Information

Please provide details of the Organiser and all officers of your society.

If a licensed promoter is being used that person **MUST** be listed as Organiser.

FOR MORE INFORMATION visit our website www.dia.govt.nz and click on gambling.

D. Organiser and Society Officer's Information

1. Are you using a licensed promoter to promote your gambling? *see note D above* Yes No



If you are using the services of a licensed promoter's, you must **attach a copy of the licensed promoter's agreement.**

2. Organiser/licensed promoter

Last name _____ All first names _____

Role in society _____

3. Society officers' information

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____



All of the listed persons **MUST complete and sign** a Personal Information Form (GC5) and send it to the Department of Internal Affairs with this application.

Ticket Sales open	/	/	Ticket sales close	/	/
<hr/>					
Date of event	/	/	Date(s) the results will be published	/	/
<i>must be within seven days of draw date</i>					
Newspaper(s) results will be published in					
<hr/>					
Last date to claim prize(s)	/	/			
<hr/>					
Total number of entries/tickets to be printed			Entry/ticket price \$		
<hr/>					
Entries/tickets numbered from			Entries/tickets numbered to		
<hr/>					
Maximum potential turnover \$					
<i>total entries/tickets to be printed x entry/ticket price</i>					
<hr/>					
Name and details of the event on which the calcutta will be run					
<hr/>					

Prize Competition and Calcutta Ticket Requirements

Your society must not print tickets until a licence has been issued by the Department of Internal Affairs, unless the Department has given prior approval. No alteration from the draft ticket submitted with the application form is permitted unless the Department has granted approval. A draft ticket and butt to be used in the gambling must accompany your application when conducting a prize competition.

The Gambling Act (Prize Competition) Game Rules 2004 require tickets for prize competitions to include the following information:

- | | |
|---|---|
| <ul style="list-style-type: none"> i The name of the society ii The name and address of the organiser of the prize competition iii The authorised purposes for which the prize competition is conducted iv When, where and how the winner(s) will be determined - date, time and exact location v Details of where, when and how results will be notified publicly vi The value and characteristics of the prize(s) to be won vii The cost of entry viii The total number of tickets offered in the prize competition ix The process for determining the winners, should there be a tie between participants | <ul style="list-style-type: none"> x The process for cancelling the prize competition - e.g. in the event of cancellation this will be published in (<i>please name</i>) newspaper on (<i>please specify date</i>) and all money will be refunded xi The following words: By licence issued under section 37 of the Gambling Act 2003 xii Licence approval number issued by the Department of Internal Affairs xiii Address and phone number of the Department of Internal Affairs <p>A prize competition ticket must have a butt portion attached to the ticket showing:</p> <ul style="list-style-type: none"> i The name of the society ii The name and address of the organiser iii Space to enable the purchaser to write name and contact details. |
|---|---|



Please attach a **draft copy of ticket and butt** to be used to this application.

GAME OF CHANCE

Venue name *if applicable*

Venue daytime phone ()

Venue evening phone ()

Venue fax ()

Venue physical address

Suburb

Town/city

Venue postal address

if different from above

Suburb

Town/city

Ticket sales open / /

Ticket sales close / /

Date of event / /

Time from

am/pm

to

am/pm

Date of result / /

Date(s) the results will be published / /

must be within 14 days of sales closing

must be within seven days of draw date

and within three months of sales opening

(e.g. if sales open on 6 January must be drawn by 5 April)

Newspaper(s) results will be published in

Last date to claim prize(s) / /

Gaming event type

e.g. gaming session, filly stakes, parlour derby, other - provide details

Total number of tickets to be printed

Ticket price \$

Tickets numbered from

Tickets numbered to

Maximum potential turnover \$

total tickets to be printed x ticket price

Game of Chance Ticket Requirements

Your society must not print tickets until a licence has been issued by the Department of Internal Affairs, unless the Department has given prior approval. No alteration from the draft ticket submitted with the application form is permitted unless the Department has granted approval. A draft ticket and butt to be used in the gambling must accompany your application when conducting a game of chance. **Note: If the class 3 game of chance involves “funny money”, samples of this must be submitted with the application.**

The Gambling Act (Game of Chance) Game Rules 2004 require tickets for games of chance to include the following information:

- i The name of the society
- ii The name and address of the organiser
- iii The authorised purposes for which the game of chance is conducted
- iv When, where and how the winner(s) will be determined - date, time and exact location
- v Details of where, when and how results will be notified publicly
- vi The value and characteristics of the prize(s) to be won
- vii The cost of entry
- viii The total number of tickets offered in the gambling
- ix The process for determining the winners
- x The process for cancelling the prize competition - e.g. in the event of cancellation this will be published in (*please name*) newspaper on (*please specify date*) and all money will be refunded
- xi The following words: By licence issued under section 37 of the Gambling Act 2003
- xii Licence approval number issued by the Department of Internal Affairs
- xiii Address and phone number of the Department of Internal Affairs

A game of chance ticket must have a butt portion attached to the ticket showing:

- i The name of the society
- ii The name and address of the organiser
- iii Space to enable the purchaser to write name and contact details.



Please attach a **draft copy of ticket and butt** to be used to this application.

Bank account details (housie only)

Every society that conducts housie must maintain a cheque account that is used exclusively for the purpose of banking all money generated from conducting housie. Please provide details of that account.

Please note that the Organiser and Caller cannot be a cheque account signatory as per the Housie Game Rules.

Name of bank _____

Branch _____

Account number _____

Name of signatories for account

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____

Last name _____ All first names _____

Role in society _____



Please attach a bank generated deposit slip pre-printed with bank account name and number to this application.

DEFINITIONS FOR FINANCIAL VIABILITY

The descriptions on this page are intended only to provide guidance with the preparation of your financial forecast. The guidance notes should not be treated as definitions and they do not replace any definitions in the Gambling Act 2003. The description of any item set out below does not denote the approval of that item as a cost of the class 3 gambling activity. In all cases, estimated costs must be reasonable, necessary and kept to a minimum.

LINE ITEMS AND DEFINITIONS

Income from Entry/Ticket Sales	Number of entries/tickets sold multiplied by the price per entry/ticket. For example, if there were 50,000 \$1 tickets sold, the Income from Tickets Sales would be \$50,000.
Interest	Interest income received on money generated through the class 3 gambling activity that is deposited at the bank (for example, term deposits or on call accounts).
Total Expected Income from Auction <i>only applicable for Calcutta</i>	The total money expected from all purchasers of a horse/team at the auction. This figure is calculated prior to the return of 50% of the purchase price to the original ticket holder of the horse/team.
Funny Money Sales <i>only applicable for Game of Chance</i>	Money (legal tender), received for selling additional pretend money for the purposes of playing particular games of chance.
Advertising	The cost associated with making the competition or game known to the public. For example, the cost of putting an advertisement in the paper. It does not include the cost of any strategy or advice associated with how best to make the competition or game known to the public. That is marketing.
Advertising the Results	Publishing the details of winners/winning numbers of a competition in a publication such as a newspaper.
Application Fee	Fee payable to the Department of Internal Affairs to apply for a class 3 gambling licence.
Audit Fee	The cost of employing a chartered accountant to audit the financial information contained in this form.
Bank Charges	Fees charged by banks such as transaction charges. This excludes any interest costs.
Cost to Society of Providing Prizes	Actual amount paid as a prize and/or to purchase prize(s).
Funny Money	Pretend money as play vouchers used in playing particular games of chance. \$10,000 usually provided with entry ticket. Must not infringe requirements of Reserve Bank Act.
GST Paid <i>if GST inclusive</i>	In some cases a society is registered for GST and will pay GST to the Inland Revenue Department. This category is used to report those payments where the figures have been presented on a GST inclusive basis. In the case that GST is received this would be reported as a negative figure.
Mail Order	The cost of the envelopes and/or the cost of postage to send tickets in a competition or game to the purchaser.
Marketing	The cost of any strategy or advice associated with how best to make a competition or game known to the public.
Postage and Freight	The cost of sending a letter or package by courier or through the postal system.
Telecommunications	The cost of telecommunication services directly associated with the operation of the class 3 gambling activity, e.g. telephone answering services, line rental, website. Entries/tickets cannot be sold through a communication device.
Ticket Production including Printing	The cost of designing and printing tickets/entry forms.
Other Costs - Itemise each <i>do not include prizes</i>	Additional costs associated with running a game or competition which do not fit into any of the other categories. These costs need to be itemised in detail.
Licensed Promoter's Fee <i>if applicable</i>	The cost of using a licensed promoter to run the game or competition. Costs associated with a licensed promoter's fee can be no more than 10% of Income from Tickets Sold.

! The Gambling Act 2003 requires the maximisation of net proceeds and the minimisation of operating costs. This ensures the greatest possible return to authorised purposes.

G. Financial Viability and Maximisation of Net Proceeds

Your society must show that your proposed gambling activity will be financially viable and how net proceeds will be maximised for return to authorised purposes. In assessing financial viability, the Department of Internal Affairs must consider, among other things, the ability of your society to reward winners and apply or distribute the net proceeds from the gambling to or for authorised purposes.

With the exception of housie, all forms of class 3 gambling must return at least 20% of the gambling activity's gross potential income as prizes. A minimum of 70% of the total money collected from the sale of housie cards must be paid out as prizes in money from any game or session of housie.

G. Financial Viability and Maximisation of Net Proceeds *see Note G above*

HOUSIE Proposed price per housie card \$ _____ Expected no. of sales per session _____ Expected no. sessions per year _____

OTHER CLASS 3 GAMBLING Proposed ticket/entry price \$ _____ Expected no. of sales _____ No. of tickets to be printed _____

PROCEEDS (tick one)	GST inclusive	GST exclusive
Expected income from entry/ticket sales		
Interest		
Total expected income from auction <i>only applicable for Calcutta</i>		
Expected funny money sales <i>only applicable for Game of Chance</i>		
MAXIMUM EXPECTED INCOME		A
COSTS <i>see Notes on page 12</i>		
Advertising		
Advertising the results		
Application fee		
Audit fee		
Bank charges		
Cost to society of providing prizes		
GST paid <i>if GST inclusive</i>		
Mail order		
Marketing		
Postage and freight		
Telecommunications		
Ticket production including printing <i>if applicable</i>		
Other costs - itemise each <i>please attach itemised list excluding prizes</i>		
Subtotal costs		
Licensed promoter's fee <i>if applicable</i>		
TOTAL POTENTIAL COSTS		B
Percentage of Maximum Expected Income to be spent on costs		$B/A \times 100$
NET PROCEEDS <i>for authorised purposes</i>		$C = (A - B)$
Percentage of Maximum Expected Income available for authorised purposes		$C/A \times 100$

A

Please attach itemised list of other costs, excluding cost of prizes.

B

$B/A \times 100$

$C = (A - B)$

$C/A \times 100$

DECLARATION

To be completed by the President/Chair Person *and* Treasurer

I, _____ of _____
full name *place of abode and occupation*

solemnly and sincerely declare that:

- All the details entered in, or provided with, this New Class 3 Operator's Licence Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at _____ this _____ day of _____
place *date* *month* *year*

Signature _____

Before me _____
full name

Signature _____
Solicitor, Justice of the Peace or other person authorised to take a statutory declaration

I, _____ of _____
full name *place of abode and occupation*

solemnly and sincerely declare that:

- All the details entered in, or provided with, this New Class 3 Operator's Licence Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at _____ this _____ day of _____
place *date* *month* *year*

Signature _____

Before me _____
full name

Signature _____
Solicitor, Justice of the Peace or other person authorised to take a statutory declaration



Checklist - please tick

Please ensure that you have included the following with your application (where applicable):

- Total Licence fee (see Section B)
- An itemised list of other costs, excluding costs of prizes, for the financial viability statement (if required)
- A draft layout of the ticket and butt (note: butts not required for Instant Games) or entry form (not including Housie)
- A copy of your society's meeting minutes and constitution/rules
- A copy of any amendments to your constitution
- A Personal Information Form for each person listed in Section D
- A bank generated deposit slip pre-printed with bank account name and number (housie only)
- Your society's proposed rules by which your gambling will be played (games of chance and prize competitions only)
- If a licensed promoter will be used to promote your society's gambling activity, a copy of the licensed promoter's agreement
- If the authorised purpose is overseas travel, an itinerary and/or letter from host organisation
- An additional list of prizes if there is not enough space on this form in Section E.

You may be required to provide further information to assist the Department in assessing your application.

If your application is incomplete or missing supporting documentation, it will be returned to you without being processed. Please also check the accuracy of the application and supporting information as inaccuracies/inconsistencies will cause significant delays.



Please go to page 17 and complete your return address details on the receipt of application slip.

Return Address

Please return your completed application form to: **Licensing Unit
Gambling Compliance Group
Department of Internal Affairs
PO Box 10-095
Wellington 6143**

To find out more about Class 3 Gambling, visit our website www.dia.govt.nz or call us toll free on 0800 257 887.

Receipt of application

The Department of Internal Affairs Gambling Licensing Unit received your application on

It will be processed as soon as possible.

Please complete your return address details. *(Please include your postcode)*

Attention _____
Society _____
Postal Address _____
Suburb _____
Town/City _____

Date Stamp

This receipt does NOT indicate approval of the application